	Water Transfer Policy for Trout Gulch Water Mutual	TGW P017 Initial Release
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1. PURPOSE

The purpose of this policy is to establish a Water Transfer Policy to enable TGW to sell or trade water at current costs to agencies in accordance with Trout Gulch Mutual Water Co. Bylaws section 1.03: *The objects and purposes of the Company shall be to develop, distribute, supply, and deliver water for domestic, municipal, and irrigation uses or any one of such uses to its Members, who shall be customers and owners of the company, at cost, and to no one except its Members, or to the State or any agency or department thereof, or to any school district, or to any other mutual water company at cost.*

2. DEFINITIONS

Water Transfer: TGW distribution water sold or traded to an outside agency in accordance with Bylaws section 1.03.

3. WATER TRANSFER REQUEST POLICY

- 3.1. The applicable Agency is required to fill out the TGW Water Transfer Request Form and submit to TGW.
- 3.2. The water transfer cost is to be estimated which include the Hook Up Fees, the current Ready to Serve and Water Volume rates. TGW is to fill out the estimated costs upon approval.
- 3.3. The TGW authorized signature and approval of the request can be the TGW Board President, Operations Manager, or Board Directors.
- 3.4. When approved; The TGW authorized signatory will notify the Operations Manager for Hook up instructions and the Bookkeeper to set up an Emergency Repairs billing account.

Unauthorized water transfer is subject to felony charges at the discretion of the TGW Authorities.



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EXAMPLE WATER TRANSFER REQUEST FORM



**Trout Gulch Mutual Water
Water Transfer Request Form**

In accordance with Trout Gulch Mutual Water Co. Bylaws section 1.03: *The objects and purposes of the Company shall be to develop, distribute, supply, and deliver water for domestic, municipal, and irrigation uses or any one of such uses to its Members, who shall be customers and owners of the company, at cost, and to no one except its Members, or to the State or any agency or department thereof, or to any school district, or to any other mutual water company at cost.*

Date: _____

Requesting Agency: _____

Reason for Request: _____

Location: _____

Length of Time needed: from _____ **to** _____

Estimated Amount of Water in Cubic Feet: _____

Preferred method of delivery/instructions (ie. Water Truck, Hydrant, Special Connection)

Requestor Signature: _____

Estimated Fees

Hook Up Fees: _____

Ready to Serve Fees: _____

Water Volume Fees: _____


Est. Total: _____

TGW Authorized Approval Signature: _____

(TGW President, Operations Manager, or Board of Directors)

Unauthorized water transfer is subject to felony charges at the discretion of TGW Authorities.

Reference Document: P017 Water Transfer Policy

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REVISION RECORD

REV	NAME	DATE
Initial Release	Patricia Newby	9/21/17

APPROVAL RECORD

On 9/21/17; TGW Board of Directors voted approving this policy with the amendment of removing the Water Transfer Trade Request.